

**Cornwall Public Library
Board of Trustees**

June 16, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:10PM.

- I. Roll: Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Karen LaRocca-Fels, Library Director, Susanne Vondrak, Carol Stein, Library staff member Ellen Winchell (minutes), Janine Bixler. Excused: Karen Staples, Treasurer.
- II. Approval of the minutes: A motion to approve the minutes of May 12, 2015 as amended made by Elisabeth Hellwege, seconded by Roberta Sherman and unanimously approved.
- III. Financial Review: Following discussion, a motion to approve Warrant #11 in the amount of \$82,781.18 was made by Carol Stein, seconded by Elisabeth Hellwege and unanimously approved. A motion to approve the Profit and Loss Budget vs Actual for July 2014 to April 2015 was made by Roberta Sherman, seconded by Janine Bixler and unanimously approved.
- IV. Public Remarks: none.
- V. Communications: none. Meeting Room requests: none. Donations and Grants: \$105.00 was received from Margaret L. Flint. \$100.00 was received as a contribution from Eileen Calabrese, for the Timothy Mumford memorial Poetry Competition, in memory of Mary Mumford's brother, Victor Rapa. \$1,819.05 dividend was received from the Utica National Insurance Group.
- VI. Director's Report: see written report. Pamela Hawks, Charlotte Dunaief and Kevin Dolan represented the library at RiverFest. They were able to distribute the summer reading information to a good number of people. Next year, they would like to coordinate with the Friends to have used books available for sale. This year, they brought the Mobile Circ and a small collection of library books. While they did register folks for library cards with the Mobile Circ, they found that people would rather purchase

used books than check out library material at such an event. Samantha Crosbie represented the library at the kickoff weekend for the Story Walk at the Hudson Highland Nature Museum. It was a packed crowd on the Saturday and very well-received, as usual. The Cornwall Public Library and the Friends of Cornwall Public Library are hosting an RCLS/Orange Library Association-sponsored Friends gathering on June 19. A speaker from ProBono will be in to talk to Friends about the 501(c) 3 processes, as well as other legal issues. The parking lot has been striped and some potholes have been filled in. The handicapped signs were installed in the garden area – we can have them moved and installed in the asphalt when we do our larger parking lot project if we choose. The Youth Services Department is in excellent shape for the summer reading program. The flier has been distributed to the students in the Cornwall Central School District and the SuperFest kickoff will be on June 29th.

VII. Staff Report: see minutes.

VIII. Committee Reports

- a. Foundation and Friends: The Foundation is planning a semi-formal dancing event for September. Menu and date have not been decided.
- b. Building Committee: No meeting date has been scheduled.
- c. Nominating Committee: Thank you to Christine McDonald for chairing this committee. A slate of officers, were presented for nomination at the June meeting. These include Board President, Christine McDonald, Vice-President, Susanne Vondrak, and Secretary, Janine Bixler. The Committees and Chairperson will be voted on in the July meeting. Committees include Personnel, Building, Finance/Budget and Garden committees.
- d. Personnel Committee: see Executive Session.

IX. Unfinished Business:

- a. Invoice from school district: Cornwall Central School district has not responded to our letter regarding the unpaid invoice.
- b. Parking lot striping and handicapped signage: Project has been completed.
- c. Draft Donation Policy: The Draft Donation Policy was revised and was sent to the Friends and Foundation for review.

- d. Bank Fees: Orange County Trust, First Niagara, and Sterling banks will be interviewed for a potential future relationship with the Cornwall Public Library.
- e. Gas odor issue: will be discussed at the July 15th meeting.
- f. Newsletter: Pam Hawks has been collecting quotes for the design of a newsletter. Pam gathered quotes for a full color newsletter and, after discussion, it was suggested that the newsletter be issued two times per year, with one of those issues rolled into the budget mailer. The size of the newsletter will be an 11x17 page folded. The mailing target remains September 1, 2015, with the understanding that it may take more time to put together the first issue.

XI. New Business:

A. Town of Woodbury service area: A portion of the Cornwall Central School District is in the Town of Woodbury. The residents are paying their school and library taxes to Cornwall and paying Woodbury town taxes too, a small portion of which supports the Woodbury Public Library. The Town of Woodbury Supervisor has approached Senator William Larkin and Assemblyman James Skoufis to sponsor bills in the Senate and Assembly to remove those households from the Cornwall Public Library district. There are approximately 380 current Cornwall cardholders of which 100 are children. The area in question contains 457 parcels, 346 of which are residential properties. We estimate that approximately 380 residents of the Town of Woodbury who live in our service area currently hold active Cornwall Public Library cards. The removal of these households from the library's tax base, were it to happen today, would result in an estimated increase of over 9% in library tax for the remainder of the residents of the Cornwall Central School District, who would be required to shoulder the additional cost. In addition, it would force the library to consider cuts in service in the future to lessen the tax impact on our remaining service area. In addition, the removal of a portion of our district would be in violation of the library's state-issued charter. A motion made by Elisabeth Hellwege, and seconded by Roberta Sherman and unanimously approved to submit official Comment regarding the Town of Woodbury overlapping service and proposed legislation.

b. Disposal of old equipment: A two drawer steel file cabinet is up for bid.

c. Power washing/ window cleaning: A motion to approve Mr. Housemaid for power washing and window cleaning made by Elisabeth Hellwege, seconded by Janine Bixler.

d. Mobile Print: This app allows patrons to use the library printer from their computer/laptop remotely and on site. RCLS would do an update to Envisionware, with a service fee of \$700.00 for the labor. The cost of the Envisionware mobile service for one year is \$725.00. A motion to approve Mobile Print, and installation by RCLS, totaling \$1425.00 made by Carol Stein, seconded by Janine Bixler and unanimously approved.

e. HVAC issues: There is a unit in the boiler room that controls the air handling unit and the interior fan is broken. The fan is no longer made. If the fan part cannot be replaced, we may need to replace the whole control unit. A price for such is forthcoming.

XII. Executive Session: Motion to enter into Executive session at 9:10 pm to discuss personnel issues by Elisabeth Hellwege, seconded by Roberta Sherman and approved unanimously.

Motion to go out of Executive Session at 9:23 pm by Elisabeth Hellwege, seconded by Christine McDonald, approved unanimously. Motion to approve the salary schedule as presented by Elisabeth Hellwege, seconded by Janine Bixler, approved unanimously. Motion to approve changes to the Employee Handbook, section 3, by Elisabeth Hellwege, seconded by Carol Stein and approved unanimously.

Motion to adjourn regular meeting at 9:25 pm by Janine Bixler, seconded by Roberta Sherman and unanimously approved.

Next Regular Board meeting date: July 15, 2015 7:00 PM